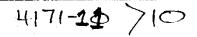
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| X c. Is this a vital record | 17 | | | | |
| x d. Does this series hav | e historical or long | term research valu | 107 | | |
| X e. When one or two do | ocuments in the file | | | ire file for a long period, could the | ese documents |
| be scheduled separa X f. is the information of | | les ever published | 7 If yes, attach | сору. | |
| | contained in this so: | les ever analyzed | and/or recorded | In a summarized report? | · · |
| X h. is there a duplication of the state of | | our office, or in a | nother office or | agency? | |
| X 1. Is this series for a n | najor portion of it) | regularly microfilm | med? | 7 | —————————————————————————————————————— |
| x j. Does the record ser | les result in a comp | uter printout? | | | |
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| - b. Statute of limitation | • | years. | €. | Administrative need | 5years, |
| c. Federal faw | | years. | ₹. | Federal retention instructions | 2yoars. |
| e) Administratively, the concerning equal empty of the concerning empty | ployment opposes that rec | ortunity and ords be re | nd fair em tained 2 y | ployment practices. | |
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| ☐ Transfer to local holding area; | | • | | | |
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| opon linal disposi | crou or rue | charge or | action, pr | ace all papers in th | e closed file; cut |
| | | | | ar; hold in current | files area 3 years; |
| transfer to State | Records Cent | er; hold 2 | years; th | en destroy. | |
| Institution Distri | ct and Loca | Offices: | Forward al | 1 original material | to Central Office. |
| Hold reference co | pies in cur | cent files | area until | final resolution of | charge or action; |
| then place in clo | sed file; c | it off clos | ed file at | end of each calenda | r year; noid in |
| current files ar | ea 2 years; | then trans | fer to loc | al holding area; hol | d 3 years; then |
| destroy. | | | | | |
| NOTE: In the event a ch | arge i <u>s</u> file | d, or an a | ction brou | ght by the U.S. Atto | rney General, these |
| records must, be | retained unt | il final d | Isposition | of the scharge or ac | tion. Date |
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| * • • | STATE RECORDS | COMMITTEE | · | / Signature |) Date |
| Retention recommendations in paragraph 12 are approved If not approved, please | State Auditor/De | ilgnes | 1.Z | Sut | 8.24 86 |
| attach a letter of explanation, | Secretary of State | /Designee | Edward | Wildon | 8/21/96 |
| • | Attorney General | /Designee | 1 | Musel | - 9/5/9/ |
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AR-80-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Application Date Georgia Department of Human Resources Application Number Office of State and Local Affairs 76 - 239 July 6, 1976 Affirmative Action Unit - Room 408-S Application Number Date Received Date Completed 47 Trinity Avenue, S. W. **TATE - 7 1976 DHR-83** JUL 1 6 1976 Atlanta, Georgia 30334 2. Person to Contact **Working Title** Telephone Number Mrs. Charlotte Knowles Stenographer III 656-5669 3. Action Requested
 B Establish Retention Schedule: record will continue to accumulate.
 b. Dispose of present accumulation; no further accumulation anticipated. c. Amend Application No. _ Check One: ☐ Change; ☐ Supercede; ☐ Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Title VII Employee Grievance Case Files to date What is the function of the Division and the Office in which this record series is created? 8. Division and Office Function The Office of State and Local Coordination has the responsibility for coordinating the activities of the Department with the Stace Legislature; the Attorney General; the County Commissioners' Association; and the Municipal Association. In addition, this Office is responsible for the coordination of activities relating to rules and Fregulations that require Board approval of formal hearing; the coordination of the Department's efforts in prowiding disaster relief; and for working with the Office of Planning and Budget in maintaining a system for tracking legislation that affects the Department. The Affirmative Action and Civil Rights Unit has the responsibility to insure that equal employment opportunities and services are provided to all staff of the Department, and to clients who seek and receive services from the Department; and to establish a program of education oriented toward Title VI and Title VII compliance; and to investigate all complaints called to the attention of the Department regarding equal opportunity. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. $(\mathbb{R}^2, \mathbb{R}^2, \mathbb{R}^2, \mathbb{R}^2, \mathbb{R}^2, \mathbb{R}^2, \mathbb{R}^2)$ investigating employee/applicant grievances concerning employment. included are: initial statement of complaint; notifications of complaint to respective Division/Office; reports of investigation which show background information, investigatory procedures used, findings, conclusions, and recommendations. File is arranged: by number assigned by Unit. 8. Daily Reference Rate How often are records referred to which are: One to six months old $\frac{15}{2-3}$; Seven to twelve months old $\frac{10}{2-3}$; Thirteen to twenty-four months old $\frac{5}{2-3}$; twenty-five months and older $\frac{2-3}{2-3}$? 9. Annual Rate of Accumulation of Records __; Shelves ______; Other *(specify)* __

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| х | | b. Does the serie Privacy | s contain confid Act of 197 | dential information 4 - Public L | n requiring security handling? If yes, cite law or regular law 93-579 (see attached page) | tion. |
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